

**THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS  
AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL  
DEAF**

**MINUTES OF THE  
MAY 6, 2016 LICENSURE SUBCOMMITTEE MEETING**

**SUBCOMMITTEE MEMBERS PRESENT**

Jami Hollingsworth, Chair  
Jerrl Sue Finch  
Debra ~~Pierce~~ <sup>Pearce</sup> (by telephone)

**SUBCOMMITTEE MEMBERS ABSENT**

Holly Ketchum

**GUESTS PRESENT**

Elizabeth Harris, ADH General Counsel  
Bethany McLaughlin, ADH Legal  
Will Gorum, Interpreter  
Linda K. Stauffer, Interpreter  
Jaimee Jensen, Transcriber  
Erika Morris

**WELCOME AND CALL TO ORDER**

Jami Hollingsworth, Chairperson of the Licensure Subcommittee, called the meeting to order shortly after 1:00 p.m. on Friday, May 6, 2016, in Room 902 of the Freeway Medical Building, 5800 West 10<sup>th</sup> Street, Little Rock, AR. Roll was called and a quorum was established.

**REVIEW OF APPLICATION, ERICA MORRIS**

Ms. Hollingsworth stated that since Ms. Morris was present, her application would be taken up first. Ms. Hollingsworth then explained that Ms. Morris applied for licensure in April and on April 6, 2016, ADH sent a letter stating that a signed application with code of conduct and a copy of her current QAST card were missing from her application. According to Ms. Hollingsworth, this was a common issue with other QAST applicants, specifically that the expiration date on the card showed that it had not expired, but the card did not show that the CEUs were current. To see that, we would need to see a QAST card with 2016 in the top corner. So, the only piece missing is the updated card that says 2016. Ms. Morris stated that she submitted the card she had.

Ms. Hollingsworth replied that there are two options, Ms. Morris could submit documentation of ten (10) CEUs completed in 2015, or she could ask Arkansas Rehabilitation Services (ARS) for a new card.

After some discussion, Ms. Morris stated that she did have documentation of attending CEUs. Ms. Hollingsworth moved that Ms. Morris needed to present proof of CEUs, either through the card or proof of hours, and then her license was approved. Ms. Finch seconded the motion and the motion passed.

### **REVIEW OF APPLICATION, ASHLEY WILBANKS**

Elizabeth Harris, ADH Deputy General Counsel, stated that Ms. Wilbanks sent her application on January 28, 2016. On January 29, 2016, a letter was sent to Ms. Wilbanks asking her for a completed application with a signed code of conduct and a copy of her current QAST 1/1 card. Ms. Wilbanks did not send anything back in, and on March 14, 2016, ADH sent her a letter denying the license. That letter stated that Ms. Wilbanks would get a refund unless she wanted to appeal. Ms. Wilbanks sent a letter requesting an appeal. ADH sent Ms. Wilbanks information on when the appeal hearing would be via email and certified mail.

Ms. Wilbanks did sign for the letter via certified mail on April 13, 2016. However, Ms. Wilbanks was not present. The Committee decided to table further discussion until the end of the meeting in case Ms. Wilbanks arrived late.

### **UPDATE ON LICENSING PROGRAM**

Ms. Harris gave an update on the licensing program. She stated that there are about 145 total licensees. There are about 26 inactive files, where individuals have not renewed their license. There are currently four applications in process. And, right now, there are only two provisional interpreters. The list on the website is current through March 2016.

Ms. Harris also reported that Bethany McLaughlin is handling all applications again and has been throughout this renewal. She has done an excellent job.

There was a discussion on tracking credentialing progress. There was also a discussion on use of college courses as CEUs and how CEUs are tracked for different credentials.


### **OTHER MATTERS**

Ms. Finch had some questions regarding the Freedom of Information Act (FOIA). Ms. Harris explained that the FOIA prohibits conversations between Board Members about voting matters.

**REVIEW OF APPLICATION, ASHLEY WILBANKS (cont'd)**

Ms. Hollingsworth resumed the discussion of the application of Ashley Wilbanks. Ms. Pearce moved to uphold the original decision denying Ms. Wilbanks' application because of her failure to appear at today's meeting with appropriate documentation. Ms. Finch seconded the motion. The motion passed without objection.

There being no other business to discuss, the meeting was adjourned at approximately 1:30 p.m.

  
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Jami Hollingsworth, Secretary

Approved on 8-5-16